

## Republic of the Philippines

# Department of Education

## REGION I SCHOOLS DIVISION OF THE CITY OF BATAC

1 6 OCT 2025

DIVISION MEMORANDUM No. 6 9 1 s. 2025

### SEARCH FOR MOST OUTSTANDING DEPED PERSONNEL OF SCHOOLS DIVISION OF THE CITY OF BATAC 2025

To: Assistant Schools Division Superintendent Chief Education Supervisors Section and Unit Heads Public and Private Elementary and Secondary School Heads All Others Concerned

- 1. Pursuant to DepEd Order No. 9, s. 2002 or Establishing the Program on Awards and Incentives for Service Excellence (PRAISE), this office hereby announces the 2025 Search for Most Outstanding Personnel of the Schools Division of the City of Batac.
- 2. This activity aims to highlight creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding employees for their innovations and accomplishments and other efforts which contributes to the efficiency and improvement in operations and other extraordinary acts of services in the interest of the public.

Specifically, it aims to:

- a. reward outstanding teaching and non-teaching personnel of the Schools Division of the City of Batac;
- b. appreciate the heroic deeds, accomplishments and achievements among DepEd personnel of the SDCB; and
- c. commend the outstanding performances and services among DepEd personnel.
- All sections, units, school heads and interested parties are encouraged to submit their nominees per category and required pertinent documents based on the guidelines to the SDO c/o SGOD not later than November 5, 2025.
- 4. Attached are the following Enclosures for reference:
  - Enclosure 1: Guidelines for the Division Search for Outstanding DepEd Personnel 2025

Enclosure 2: Nomination Form

Enclosure 3: Executive Summary Form

Enclosure 4: Timeline of Activities Enclosure 5: PRAISE Committee

5. For information and guidance.

> ANSELMO R. ALUDINO Schools Division Superintendent

 ${\tt SGOD/mlpd/DM-SEARCHFOROUTSTANDINGPERSONNEL2025}\ 0054/\ {\tt September}\ 29,\,2025$ 



SDCB RECORDS UNIT

2516612











#### GUIDELINES FOR THE DIVISION SEARCH FOR OUTSTANDING DEPED PERSONNEL 2025

I. Qualification Requirements:

a. Has a length of service of at least three consecutive years in his/her current position;

b. Has three years in aggregate service for contract of service/job order

c. Has consistently performed high quality of work; d. Has exhibited a high degree of professionalism;

e. Has a rating of "Outstanding" in the last three (3) performance rating periods prior to nomination (for public personnel only);
f. Has good reputation on school related financial matters;

g. Has morality and integrity both in public and private life; and

h. Has no pending case or no case for factfinding/preliminary investigation or has been found guilty of any administrative, criminal, or civil offense/case.

I. Grounds for Disqualification:

a. Has been a winner of any National Award given by duly recognized award giving bodies (i.e. HAP Awards, Metro Bank Outstanding Filipinos);

b. Has a record of Absence Without Official Leave (AWOL) prior to nomination;

c. Has accumulated at least a total of 360 minutes of tardiness for the last three years;

d. Has submitted fabricated documents.

\*Nominees are not allowed to submit additional papers after the deadline.

#### II. Limitation on Nomination

Awardees can still be nominated to the same category for three (3) consecutive years from the conferment of the award, provided that the nomination is based on a completely new set of accomplishments/MOVs presented. Awardees for three consecutive years shall be proclaimed as Hall of Fame Awardee and not be eligible for nomination thereafter in the same category.

IV. Categories of Awards

Outstanding Teachers of the Year (Public and Private)

 Teacher I-III and SPET 1 -SPET III, Special Science Teachers

b. Master Teacher I-II - Public only

This award is granted to the teaching employees who have garnered the highest score per category, provided however, that the nominees shall meet the cut-off average of 70 points.

2. Outstanding Non-Teaching Personnel of the Year (Public and Private)

a. Public Schools

- i. Category 1 (SG 1-9)
- ii. Category 2 (SG 10-23)

b. Private Schools

i. Category 1 (Utility workers)ii. Category 2 (Office Workers)

This award is granted to the non-teaching employees who have garnered the highest score under this category, provided however, that the nominees shall meet the cut-off average of 70 points.

3. Outstanding School Heads (Public and Private)

a. Category 1 (Elementary Schools) b. Category 2 (Secondary Schools)

This award is granted to the school head who have garnered the highest score per category, provided however, that the nominees shall meet the cut-off average of 70 points.

4. Outstanding Supervisors









This award is granted to the supervisors who have garnered the highest score under this category, provided however, that the nominees shall meet the cut-off average of 70 points.

5. Hall of Fame Awardee This award is granted to an employee who has been one of the Outstanding DepEd employees for three consecutive years and, thus shall not be eligible for nomination thereafter in the same category.

#### V. Criteria for Evaluation

#### For Public Schools

### 1. Teaching Personnel

Phases	Point Distribution	Percentage
Paper Evaluation	100	60%
Validation	100	20%
Interview	100	20%
	Total	100%

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Teaching Personnel Category 1:

Paper Evaluation Criteria			
Criteria	Points	Means of Verification (All MOVs must be of the past three years)	
Instructional Competence (45 points)	15	Signed Results of Classroom Observations (at least 1 COTs for each school year for the last three years)	
,	15	Sample Approved Learning Plans showcasing the:	
Specific Indicators:  1. Mastery of Content and Subject Matter  2. Curriculum and Planning  3. Assessment of Learning		<ul> <li>application of a range of teaching strategies to develop critical and creative thinking, as well as other higher-order thinking skills.</li> <li>positive use of ICT.</li> <li>use of differentiated, developmentally appropriate learning experiences addressing learners' gender, needs, strengths, interests and experiences.</li> <li>plan, manage and implement developmentally sequenced teaching and learning process.</li> </ul>	
	15	<ul> <li>Sample teacher-crafted Assessment Tools</li> <li>Sample of Assessment Analysis Reports submitted to Head of Office</li> <li>Impact Evaluation Report of Interventions made from Assessment Results with proofs</li> </ul>	
Research Engagement (15 points)	15	<ul> <li>List of Solo or Collaborative         Action/Basic Completed Research         Outputs for the last three years with         Certificate of Completion</li> <li>Report on the         Dissemination/Implementation</li> </ul>	









Criteria	Points	Means of Verification (All MOVs must be of the past three years)
		of Research Outputs
Professional Growth and Development (15 points)	15	<ul> <li>Proof of degree earned from the Graduate School / Certificate of Graduate units earned</li> <li>Certificate of participation in at least three-day trainings/ seminars/ workshops from any DepEd-recognized training providers</li> <li>Certificate of recognition as a learning facilitator, content expert in (at least) District/Division-initiated trainings/seminars</li> </ul>
Innovation (10 points)	10	<ul> <li>Certificate of Completed Innovation signed by Head of Office</li> <li>Certificate of Adoption/ Implementation signed by Head of Office</li> <li>Narrative Impact Evaluation of Innovation</li> <li>Proof of Impact Results Dissemination</li> </ul>
Leadership (10 points)	10	<ul> <li>Certificate of Recognition as a         Chairperson/Officer of a Professional         Organization (school level)</li> <li>Certificate of Recognition as a         Chairperson/Coordinator of School         Organization</li> <li>Certificate of Recognition as Winning         Coach/Adviser (at least Division Level)</li> <li>Accomplishment Report of the         Organization</li> </ul>
Social and Community Engagement (5 points)	5	<ul> <li>Certificate of commendation on contribution to the community with relevant documentations</li> <li>Proof of participation to a sustainable community program</li> <li>Narrative of the impact of community involvement</li> </ul>
TOTAL	100	

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Teaching Personnel **Category 2:** 

Paper Evaluation Criteria		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Instructional Competence	10	Signed Results of Classroom Observations (at least 1 COTs for each school year for the last three years)
(30 points)	10	Sample Approved Learning Plans showcasing the:
Specific Indicators:		<ul> <li>application of a range of teaching</li> </ul>
Mastery of Content and Subject Matter		strategies to develop critical and creative thinking, as well as other higher-order thinking skills.  • positive use of ICT.  • use of differentiated, developmentally
		appropriate learning experiences









<ul><li>2. Curriculum and Planning</li><li>3. Assessment of Learning</li></ul>		<ul> <li>addressing learners' gender, needs, strengths, interests and experiences.</li> <li>plan, manage and implement developmentally sequenced teaching and learning process.</li> </ul>
	10	<ul> <li>Sample teacher-crafted and analyzed Assessment Tools</li> <li>Sample of Assessment Analysis Reports submitted to Head of Office</li> <li>Impact Evaluation Report of Interventions made from Assessment Results with proofs</li> <li>Narrative Report on Technical Assistance/Coaching and Mentoring</li> </ul>
Research Engagement	20	<ul> <li>List of Solo Action/Basic Completed Research Outputs for the last three years with Certificate of Completion</li> </ul>
(20 points)		Report on the     Dissemination/Implementation     of Research Outputs
Professional Growth and Development	15	Proof of degree earned from the Graduate School / Certificate of Graduate units earned      Certificate of participation in at least
(15 points)		<ul> <li>Certificate of participation in at least three-day trainings/ seminars/ workshops from any DepEd-recognized training providers</li> <li>Certificate of recognition as a learning facilitator/content expert in (at least</li> </ul>
Innovation	15	Division-initiated training/seminars     Certificate of Completed Innovation
(15 points)		<ul> <li>signed by Head of Office</li> <li>Certificate of Adoption / Implementation</li> <li>Impact Evaluation of Innovation</li> <li>Proof of Impact Results Dissemination</li> </ul>
Leadership (15 points)	15	<ul> <li>Certificate of Recognition as a Chairperson/Officer of a Professional</li> </ul>
,		Organization (school level)  Certificate of Recognition as a Chairperson/Coordinator of School Organization  Certificate of Recognition as Winning
		<ul> <li>Certificate of Recognition as Winning Coach/Adviser (at least division level)</li> <li>Accomplishment Report of the Organization</li> </ul>
Social and Community Engagement	5	<ul> <li>Certificate of commendation on contribution to the community with relevant documentations</li> <li>Proof of participation to a sustainable</li> </ul>
(5 points)		<ul> <li>Proof of participation to a sustainable community program</li> <li>Narrative of the impact of community involvement</li> </ul>
TOTAL	100	MIT OI VOIIIOIL









### 2. Non-Teaching Personnel

Phases	Point Distribution	Percentage
Paper Evaluation	100	60%
Validation	100	20%
Final Interview	100	20%
	Total	100%

The following are the expected Means of Verification (with corresponding

point allocation) for Outstanding Non-Teaching Personnel Category 1: Paper Evaluation Criteria Means of Verification (All MOVs must be of Criteria **Points** the past three years) 15 Quality of Personal Certificates of Professional Development and Professional Programs participated Development Certificates of completion to special Initiatives trainings aligned to Key Result Area/ (35 points) Proof of continuing professional education initiatives in the last three years (certificates of graduate school units earned, copy graduate school diploma, certificates of specialized Specific Indicators: trainings, NC Certificates etc.) 1. Professional and Personal Growth 20 Narrative/ testimonials of exemplary and Development work ethics and behavior 2. Work Ethics and Behavior Quality and 25 Certified copy of Performance Ratings Consistency of for the last three (3) years duly certified **Behavioral** by the HRMO Performance (25 points) **Outstanding Work** 25 Proof of/Narratives on/Testimonials on: Contributions. a. Impact of Work Accomplishments, b. Work Effectiveness Innovations, and c. Work Efficiency Ideas (25 points) d. Work Collaboration Social and 15 Certificate of commendation on Community contribution to the community with Engagement relevant documentations Proof of participation to a sustainable (15 points) community program Narrative of the impact of community involvement TOTAL 100









The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Non-Teaching Personnel **Category 2**;

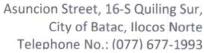
Paper Evaluation Criteria		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Quality of Personal and Professional Development Initiatives (30 points)  Specific Indicators:  1. Professional and	15	<ul> <li>Certificates of Professional Development Programs participated</li> <li>Certificates of completion to special trainings aligned to Key Result Area/IPDP</li> <li>Proof of continuing professional education initiatives in the last three years (certificates of graduate school units earned, copy graduate school diploma, certificates of specialized trainings, NC Certificates etc.)</li> </ul>
Personal Growth and Development 2. Work Ethics and Behavior	15	Narrative/ testimonials of exemplary work ethics and behavior
Quality and Consistency of Behavioral Performance (20 points)	20	<ul> <li>Certified copy of Performance Ratings for the last three (3) years duly certified by the HRMO</li> </ul>
Research and Innovations (10 points)	10	<ul> <li>List of researches conducted (solo or collaboration)</li> <li>Certificate of Research Implementation</li> <li>Certificate of Research Involvements</li> <li>Proof of innovative outputs</li> <li>Certificate of Implementation of the Innovative Outputs</li> </ul>
Outstanding Work Contributions, Accomplishments, Innovations, and Ideas (25 points)	25	<ul> <li>Proof of/Narratives on/Testimonials on:</li> <li>a. Impact of Work</li> <li>b. Work Effectiveness</li> <li>c. Work Efficiency</li> <li>d. Work Collaboration</li> </ul>
Social and Community Engagement (15 points)	15	<ul> <li>Certificate of commendation on contribution to the community with relevant documentations</li> <li>Proof of participation to a sustainable community program</li> <li>Narrative of the impact of community involvement</li> </ul>
TOTAL	100	327, 227, 222, 222











## 3. School Heads

Phases	Point Distribution	Percentage
Paper Evaluation	100	60%
Validation	100	20%
Final Interview	100	20%
	Total	100%

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding School Heads Category (For School Heads-Public and Private):

Paper Evaluation Criteria		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Strategic Leadership	15	Certificate of Commendation/ Recognition for being the School Head of the last (head of the last
(35 points)		<ul> <li>the host (benchmarked) school</li> <li>List of initiated innovative programs and activities</li> <li>Copy of approved School Improvement</li> </ul>
Specific Indicators:		Plan  Narrative Report on the Implementation
1. Quality School Management Practices	10	<ul> <li>of School Improvement Plan</li> <li>Copy of SDO-approved policy/policies</li> <li>Narrative reports/Results of policy implementation and policy review</li> </ul>
2. Research and Development Initiatives \		<ul> <li>List of researches conducted (solo or collaboration; if collaborative research must be lead researcher)</li> </ul>
3. School Program Design and Implementation	10	<ul> <li>List of approved needs-based programs implemented in the school based on Learning Needs Analysis Report</li> <li>Sample approved training designs and training matrixes</li> <li>Accomplishment Reports on the implemented needs-based programs implemented in the school</li> <li>Report of Monitoring and Evaluation conducted on the implementation of needs-based programs implemented in the school</li> </ul>
Managing School Operations and Resources	5	Evidence that school data and information are managed using technology, including ICT     School Process on utilization and
(20 points)		safekeeping of the school data and information
Specific Indicators:  1. Records Management	5	<ul> <li>Certificate of No-AOM from SDO COA or its equivalent</li> <li>Certification of Budget Utilization Performance Report from SDO</li> <li>Copy of approved Work and Financial Plan (GAD)/ MOOE/Budget Execution Plan 1</li> </ul>









2. Financial		Copy of approved Budget Performance
Management		Report vis-à-vis WFP (GAD)/MOOE/BED
3. Management of Staff		<ul> <li>Copy of Monthly Liquidation Reports</li> </ul>
Stall	5	Summary of Individual Professional  Development Plan (IPDP) of Stoff
4. School Safety		<ul><li>Development Plan (IPDP) of Staff</li><li>Copy of approved Faculty Development</li></ul>
		Plan based on IPDP of staff
		<ul> <li>Monitoring/Progress report of the</li> </ul>
	5	approved Faculty Development Plan
	3	<ul> <li>Evidence of institutionalized management of school safety for disaster</li> </ul>
		preparedness, mitigation and resiliency
Instructional	20	<ul> <li>Proof of provision of technical</li> </ul>
Leadership		assistance/coaching mentoring or
(20 points)		conceptual guidance for teachers regarding effective classroom practice/
,		Coaching and Mentoring Plan/ Technical
		Assistance Plan
		Technical Assistance Plan
		Implementation Report  Copy of Completed Innovative/
		/Contextualized Instructional/Learning
		Materials
		Certificates as Learning Resource
		Facilitator on instructional/pedagogical advancement of teachers
		Evidence of utilization of classroom
		observation notes for PDP
		development/conduct of LAC/INSET
Developing Self and Others	15	Certificates as Learning     Facilitates 4. Control of 11.
and Others		Facilitator/content expert to fellow school heads in upgrading personal and
(15 points)		professional competencies aligned with
		the Philippine Professional Standards for
		School Heads/ School-based
		<ul> <li>Management (at least division level)</li> <li>Copy of approved Training Programs</li> </ul>
		/LAC
		<ul> <li>Evidence of continuous professional</li> </ul>
		development initiatives/activities
		Copy and evidence of Rewards and
		Recognition policies and/or initiatives introduced in the school
Building	10	Evidence of partnerships and linkages to
Connections		support school programs/activities/
(10 points		MOA/ MOU
(10 points		<ul> <li>List of school benefactors   List of community activities participated by the</li> </ul>
		school List of programs initiated and
		participated by the school for the
		community
		<ul> <li>Accomplishment Reports on initiated</li> </ul>
TOTAL	100	community programs
		1











## 4. Supervisors

Phases	Point Distribution	Percentage
Paper Evaluation	100	60%
Validation	100	20%
Final Interview	100	20%
	Total	100%

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Supervisors Category (For Supervisors – Public

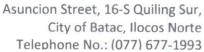
nly): Paper Evaluation Criteria		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Strengthening Shared Accountability (30 points)  Specific Indicator:  1. Technical Assistance/ Coaching and Mentoring  2. Program Implementation	10	<ul> <li>Copy of approved Technical Assistance Plan</li> <li>Proof of provision of Technical Assistance/Coaching and Mentoring conducted/Technical Assistance Plan/Coaching and Mentoring Plan</li> <li>Technical Assistance Plan Implementation Report</li> <li>Program Implementation Report/Accomplishment Report of Program under the Portfolio</li> </ul>
Fostering Culture of Continuous Improvement (35 points)  Specific Indicator: 1. Research and Innovation	35	<ul> <li>List of Researches conducted</li> <li>Certificate of Research Implementation</li> <li>Certificate of Research Involvements</li> <li>Proof of innovative outputs</li> <li>Certificate of Implementation of the Innovative Outputs</li> </ul>
Developing Self and Others (25 points)  Specific Indicators:  1. Learning and Development Initiatives  2. Personal and Professional Development Initiatives	5	<ul> <li>List of approved/certified/accredited learning and development initiatives for both the teaching and non-teaching personnel</li> <li>Sample training designs and matrixes</li> <li>Sample of submitted/approved Accomplishment Reports</li> <li>Accomplishment reports on the implemented needs-based programs implemented</li> <li>Certificate of membership to DepEd recognized technical working groups</li> <li>Certificate of membership to recognized professional organizations</li> </ul>











3.Membership to Technical Working Groups/ Professional Organizations		
Community Leadership and Social Responsibility (10 points)	10	<ul> <li>Certificate of Attendance/ Participation</li> <li>Proof of community engagement and engagement with stakeholders</li> <li>Recognition in various community involvement program/activity</li> <li>Testimonials from community partners</li> <li>Proof of participation to a collaborative work in and out of DepEd</li> </ul>
TOTAL	100	

## For Private Schools

## 1. Teaching Personnel

Phases	Point Distribution	Percentage
Paper Evaluation	100	60%
Validation	100	20%
Interview	100	20%
71	Total	100%

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Teaching Personnel **Category 1**:

Paper Evaluation Criteria		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Instructional Competence (45 points)	20	Signed Results of Classroom Observations (at least 1 COTs for each school year for the last three years)
(10 £1111)	20	Sample Approved Learning Plans showcasing the:
Specific Indicators:  1. Mastery of Content and Subject Matter  2. Curriculum and Planning  3. Assessment of Learning		<ul> <li>application of a range of teaching strategies to develop critical and creative thinking, as well as other higher-order thinking skills.</li> <li>positive use of ICT.</li> <li>use of differentiated, developmentally appropriate learning experiences addressing learners' gender, needs, strengths, interests and experiences.</li> <li>plan, manage and implement developmentally sequenced teaching and learning process.</li> </ul>
	20	Sample teacher-crafted Assessment     Tools     Sample of Assessment Analysis Reports     submitted to Head of Office









		<ul> <li>Impact Evaluation Report of Interventions made from Assessment Results with proofs</li> </ul>
Professional Growth and Development (15 points)	15	<ul> <li>Proof of degree earned from the Graduate School / Certificate of Graduate units earned</li> <li>Certificate of participation in at least three-day trainings/ seminars/</li> </ul>
		workshops from any DepEd/PEAC/- recognized training providers  • Certificate of recognition as a learning facilitator, content expert in (at least) District/Division-initiated trainings/seminars
Leadership (10 points)	20	<ul> <li>Certificate of Recognition as a Chairperson/Officer of a Professional Organization (school level)</li> <li>Certificate of Recognition as a Chairperson/Coordinator of School Organization</li> <li>Certificate of Recognition as Winning Coach/Adviser (at least Division Level)</li> <li>Accomplishment Report of the Organization</li> </ul>
Social and Community Engagement (5 points)	5	<ul> <li>Certificate of commendation on contribution to the community with relevant documentations</li> <li>Proof of participation to a sustainable community program</li> <li>Narrative of the impact of community involvement</li> </ul>
TOTAL	100	MIVOIVOINGIL

## 2. Non-Teaching Personnel

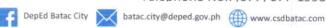
Phases	Point Distribution	Percentage
Paper Evaluation	100	60%
Validation	100	20%
Final Interview	100	20%
	Total	100%

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Non-Teaching Personnel **Category 1**:

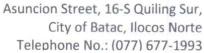
Paper Evaluation Criteria		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Quality of Personal and Professional Development Initiatives (35 points)	15	<ul> <li>Certificates of Professional Development Programs participated</li> <li>Certificates of completion to special trainings.</li> <li>Proof of continuing professional education initiatives in the last three years (certificates of graduate school units earned, copy graduate school diploma, certificates of specialized trainings, NC Certificates etc.)</li> </ul>











Specific Indicators:  1. Professional and Personal Growth and Development  2. Work Ethics and Behavior	20	Narrative/ testimonials of exemplary work ethics and behavior
Quality and Consistency of Behavioral Performance (25 points)	25	<ul> <li>Certified copy of Performance Ratings for the last three (3) years duly certified by the School Head/HR Officer</li> </ul>
Outstanding Work Contributions, Accomplishments, Innovations, and Ideas (25 points)	25	<ul> <li>Proof of/Narratives on/Testimonials on:</li> <li>a. Impact of Work</li> <li>b. Work Effectiveness</li> <li>c. Work Efficiency</li> <li>d. Work Collaboration</li> </ul>
Social and Community Engagement (15 points)	15	<ul> <li>Certificate of commendation on contribution to the community with relevant documentations</li> <li>Proof of participation to a sustainable community program</li> <li>Narrative of the impact of community involvement</li> </ul>
TOTAL	100	

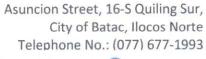
The following are the expected Means of Verification (with corresponding point allocation) for Outstanding Non-Teaching Personnel **Category 2**;

Paper Evaluation Criteria		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Quality of Personal and Professional Development Initiatives	20	<ul> <li>Certificates of Professional Development Programs participated</li> <li>Certificates of completion to special trainings aligned to Key Result Area/ IPDP</li> </ul>
(30 points)  Specific Indicators:		<ul> <li>Proof of continuing professional education initiatives in the last three years (certificates of graduate school units earned, copy graduate school diploma, certificates of specialized trainings, NC Certificates etc.)</li> </ul>
Professional and Personal Growth and Development      Work Ethics and Behavior	20	Narrative/ testimonials of exemplary work ethics and behavior
Quality and Consistency of Behavioral Performance (20 points)	20	Certified copy of Performance Ratings for the last three (3) years duly certified by the HRMO









Research and Innovations (10 points)	10	<ul> <li>List of researches conducted (solo or collaboration)</li> <li>Certificate of Research Implementation</li> <li>Certificate of Research Involvements</li> <li>Proof of innovative outputs</li> <li>Certificate of Implementation of the Innovative Outputs</li> </ul>
Outstanding Work Contributions, Accomplishments, Innovations, and Ideas (25 points)	25	<ul> <li>Proof of/Narratives on/Testimonials on:</li> <li>a. Impact of Work</li> <li>b. Work Effectiveness</li> <li>c. Work Efficiency</li> <li>d. Work Collaboration</li> </ul>
Social and Community Engagement (15 points)	15	<ul> <li>Certificate of commendation on contribution to the community with relevant documentations</li> <li>Proof of participation to a sustainable community program</li> <li>Narrative of the impact of community involvement</li> </ul>
TOTAL	100	

#### 3. School Heads

Phases	Point Distribution	Percentage
Paper Evaluation	100	60%
Validation	100	20%
Final Interview	100	20%
	Total	100%

The following are the expected Means of Verification (with corresponding point allocation) for Outstanding School Heads Category (For School Heads-Public and Private):

Paper Evaluation Criteria		
Criteria	Points	Means of Verification (All MOVs must be of the past three years)
Strategic Leadership (35 points)	15	<ul> <li>Certificate of Commendation/ Recognition for being the School Head of the host (benchmarked) school</li> <li>List of initiated innovative programs and activities</li> <li>Copy of approved School Improvement</li> </ul>
Specific Indicators:  1. Quality School Management	10	Plan  Narrative Report on the Implementation of School Improvement Plan  Copy of SDO-approved policy/policies
Practices  2. Research and Development Initiatives \		<ul> <li>Narrative reports/Results of policy implementation and policy review</li> <li>List of researches conducted (solo or collaboration; if collaborative research must be lead researcher)</li> </ul>
3. School Program Design and Implementation	10	List of approved needs-based programs implemented in the school based on Learning Needs Analysis Report









		<ul> <li>Sample approved training designs and training matrixes</li> <li>Accomplishment Reports on the implemented needs-based programs implemented in the school</li> <li>Report of Monitoring and Evaluation conducted on the implementation of needs-based programs implemented in the school</li> </ul>
Managing School Operations and Resources	5	<ul> <li>Evidence that school data and information are managed using technology, including ICT</li> </ul>
(20 points)		<ul> <li>School Process on utilization and safekeeping of the school data and information</li> </ul>
Specific Indicators:	5	<ul> <li>Certificate of No-AOM from SDO COA or its equivalent</li> <li>Certification of Budget Utilization</li> </ul>
1. Records Management		Performance Report from SDO/CPA  • Copy of approved Work and Financial Plan (GAD)/ MOOE/Budget Execution
2. Financial Management		Plan 1 Copy of approved Budget Performance Report vis-à-vis WFP (GAD)/MOOE/BED
3. Management of Staff		Copy of Monthly Liquidation Reports
4. School Safety	5	<ul> <li>Summary of Individual Professional Development Plan (IPDP) of Staff</li> <li>Copy of approved Faculty Development Plan based on IPDP of staff</li> <li>Monitoring/Progress report of the approved Faculty Development Plan</li> </ul>
	5	Evidence of institutionalized     management of school safety for disaster     preparedness, mitigation and resiliency
Instructional Leadership (20 points)	20	<ul> <li>Proof of provision of technical assistance/coaching mentoring or conceptual guidance for teachers regarding effective classroom practice/ Coaching and Mentoring Plan/ Technical Assistance Plan         <ul> <li>Technical Assistance Plan Implementation Report</li> </ul> </li> <li>Copy of Completed Innovative/ Contextualized Instructional/Learning Materials</li> <li>Certificates as Learning Resource Facilitator on instructional/pedagogical advancement of teachers</li> <li>Evidence of utilization of classroom observation notes for PDP development/conduct of LAC/INSET</li> </ul>
Developing Self and Others (15 points)	15	<ul> <li>Certificates as Learning Facilitator/content expert in upgrading personal and professional competencies</li> <li>Copy of approved Training Programs/LAC</li> <li>Evidence of continuous professional development initiatives/activities</li> <li>Copy and evidence of Rewards and Recognition policies and/or initiatives introduced in the school</li> </ul>









Building Connections (10 points	10	<ul> <li>Evidence of partnerships and linkages to support school programs/activities/MOA/MOU</li> <li>List of school benefactors ¬ List of community activities participated by the school</li> <li>List of programs initiated and participated by the school for the community</li> <li>Accomplishment Reports on initiated community programs</li> </ul>
TOTAL	100	

#### VI. Rewards

1. Plaque of Recognition

#### VII. Procedure for Nomination

- 1. All interested parties are required to submit to the Division Award Selection Committee the pertinent documents of the nominees for Stage 1: Paper Screening which will be subject to initial evaluation by the Division PRAISE Committee.
- 2. The nominator shall use the attached Nomination Form (enclosure 2). 3. All nominations shall be sealed in an envelope upon submission to the Division Office Records Unit on or before the specified date.
- 4. The Division PRAISE Committee Secretariat shall check the completeness of all documents submitted before endorsement to the Division PRAISE Committee for paper screening, validation, and shortlisting.
- 5. The Division PRAISE Committee members shall screen, validate, and deliberate the nominations using the criteria for paper screening as basis for shortlisting the nominees per category.
- 6. The External Members of the Board of Judges shall interview the shortlisted nominees per category and shall select the winners after the final deliberation.
- 7. In case of a tie, the Chairman of the Board of Judges shall make the decision.

### VIII. Procedure for Screening and Evaluation:

Stage 1: Paper Screening

The Division PRAISE Committee shall conduct the paper screening using the submitted means of verification (MOVs) on each specific criterion with the following documents:

- Duly accomplished nomination form signed by the nominator (see attachments)
- Executive Summary (see attachments)
- ✓ Updated Personal Ďata Sheet (PDS)
- ✓ Submit a certification of the last three (3) performance rating periods prior to nomination signed by the Human Resource Management Officer (HRMO)
- Certification that the nominee has not been suspended for any administrative, criminal, or civil offense/case signed by the nominee and by the highest-ranking Administrative Officer

Note: Submit using A4 size green folder for Teaching Personnel, yellow folder for School Heads, blue folder for Non-Teaching Personnel.

Kindly put Name, Position, and School on the front cover. Also, secure tabs on folder for easy reference and follow the recommended paper organization below.

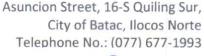
#### Part I

- A. Duly accomplished nomination form signed by the nominator (see attachments)
- B. Executive Summary (see attachments) C. Updated Personal Data Sheet (PDS)
- D. Submit a certification of the last three (3) performance rating periods prior to nomination signed by the Human Resource Management Officer (HRMO)













E. Certification that the nominee has not been suspended for any administrative, criminal, or civil offense/case signed by the nominee and by the highest-ranking Administrative Officer

A. Criteria 1

a. MOVs

- B. Criteria 2 a. MOVs
- C. Criteria 3 a. MOvs.....

Stage 2: Validation and Shortlisting of Nominees

- A. In this stage, when all the scores of each nominee have been tabulated, the Division PRAISE Committee identify the Finalists for each category.
  - 1. Teaching Personnel for public and private school who have met the total points of 30 and above in Stage 1.

Teacher I-III/ SPET I-III

Master Teacher I-II

2. Non-Teaching Personnel for public and private schools who have met the total points of 30 and above in Stage 1.

Category 1 Category 2

3. School Heads for public and private schools who have met the total points of 30 and above in Stage 1.

Elementary School Secondary School

4. Education Program Supervisors who have met the total points of 30 and above in Stage 1.

B. A validation on the impact of accomplishment/s (work performance, initiated advocacies, research, innovation, programs, projects, activities, exemplary deed, and community involvement) per nominee by the Division PRAISE Committee shall be conducted.

C. The Division PRAISE Committee shall contact the Immediate Head/Colleagues/ Stakeholders for validation and deliberation.

Stage 3: Interview

- A. Only the shortlisted nominees who have met the total points of 50 in Stages 1 and 2 shall be qualified for the interview.
- B. Each of the shortlisted nominee shall be interviewed and rated by the Members of the Board of Judges based on the following criteria:

a. Responsive to the Mission / Vision and Core Values of DepEd b. Adherence to CSC's Mamamayan Muna Hindi Mamaya Na and other

c. Nationalistic or Patriotic Attributes of Nominee

- C. The Division PRAISE Committee shall select the Winners per category after careful deliberation.
  - a. Outstanding Teacher and (Public and Private) who have met the cut-off average of 70 points and above.

Teacher I-III/ SPET I-III

Master Teacher I-II

b. Outstanding Non-Teaching Personnel (Public and Private) who have met the cut-off average of 70 points and above.

 Category 1 Category 2

c. Outstanding School Head (Public and Private) who have met the cutoff average of 70 points and above.

Elementary

- Secondary d. Outstanding Supervisor who have met the cut-off average of 70 points and above.
- D. The result of the deliberation shall be final.









#### **Enclosure 2:**

#### NOMINATION FORM PART 2 - PERSONAL PROFILE -SEARCH FOR OUTSTANDING DIVISION PERSONNEL

#### Instructions:

Kindly fill out the nomination form completely and write legibly.
 Write N/A if necessary.
 Avoid erasures and use black ball pen only (no sign pen)

4. Use CAPITAL letters

NOMINEE'S INFOR	MATION
Name:	School:
Current Position:	
Grade Level Taught/ Unit Assigned:	
Years in Service:	Salary Grade
Category:	<u> </u>
I voluntarily nominate Mr./Ms	Year. to the Division
After reviewing the guidelines and criteria on the DepEd Personnel of the Year, I hereby certify the information contained in the accompanying supcorrect.	at, to the best of my knowledge, the
The nominee and the undersigned understand t Committee is final and that we agree to abide it.	hat the decision of the PRAISE
Signature over Printed Name/ Position (Nominator)	Date Signed











## Enclosure 3.

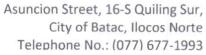
## NOMINATION FORM PART 1 - EXECUTIVE SUMMARY SEARCH FOR THE MOST OUTSTANDING DIVISION PERSONNEL

Name of Nominee:  Position:	
Schools Division Office/School/Unit:	
Search Category: Teacher Master Teacher School Head Non-Teaching Category 1 Non-Teaching Categor Supervisor Category	y 2
The three-page write-up must highlight outstanding accomplishments or exemplary norms of conduct manifested within the last three years. Presents of accomplishments or norms manifested should be data-driven, in order of significance, complete with descriptions, justifications and should adhere to following pointers:	
• Use specific terms. Define/clarify terms such as "assisted", "contributed" or "facilitated";	
State outstanding accomplishments of exemplary norms displayed impact in brief, factual and in bullet form; and	d and
<ul> <li>Present impact of accomplishments by indicating problems addressavings generated, people/office benefited and/or transactions facilitated</li> </ul>	ssed,
Use the criteria as sub-headings, if needed.	
Prepared by:	
(Signature over Printed Name of Nominator) (Position) (Date)	









#### **Enclosure 4. TIMELINE**

PERIOD	ACTIVITY	TIME	VENUE
November 5, 2025	Deadline of Submission of Entries with supporting documents	5:00 p.m.	
November 10-11, 2025	Stage 1: Paper Screening	8:00 a.m5 p.m.	SDO
November 13-14, 2025	Stage 2: Validation	8:00 a.m5 p.m.	Conference Hall
November 19, 2025	Stage 3: Interview	8:00 a.m5 p.m.	
December 12, 2025 (tentative date)	Educators' Night 2025	4:00 p.m 8:00 p.m.	TBA







## Enclosure 5:

## MEMBERS OF DIVISION PRAISE COMMITTEE

Role	Composition	Name
Chairperson	Schools Division Superintendent	Anselmo R. Aludino
Vice-Chairperson	Assistant Schools Division Superintendent	Arnel S. Bandiola
Members	Two (2) Chief Education Supervisors	Nemalyn M. Ulep Marilou B. Sales
	Head of Finance Head of Administrative Unit	Jaquelyn P. Mendoza Joel P. Malunao
	Representatives of the Teacher Association	Wilfredo E. Bonagua (Elementary)
		Joe Jayson Caletena (Secondary)
	Representatives of the School Head Association	Jenelyn B. Asuncion (Elementary)
		Ditas G. Domingo (Secondary)
	Representative of the Non-Teaching association	Deejay R. Opelac
Secretariat	PRAISE Secretariat shall be composed of four (4) staff from the Division	Opresinia Z. Castillo Aubrhey Marie R. Oasay Reyna Monique Lanuza Mark Louie P. Duldulao







